



PLEASE NOTE:

- **The registration of a business name under the *Partnership Act*:**
 - does not provide any protection for that name, and
 - does not mean that the name will be available if you decide to incorporate a company using this name.
- **Please complete ONLY the sections applicable to the change you need to make.**
- **Read the instructions under each section carefully and remember to sign the form and include the appropriate fees if applicable.**

GENERAL INSTRUCTIONS

- A. Name and Return Mailing Address:** All correspondence and documents will be mailed to this address.
- B. Submitting Party Information:** Provide a phone number or fax number (or both) at which the submitting party may be contacted.
- C. Registered Business Name and the *Corporate Registry Registration Number*:** Enter the current business name. You can confirm the name and number at the Corporate Registry by contacting the Name Reservation/Partnership Unit at 1 877 526-1526.
- D. Name Approval Number:** Required if you are changing the business name.
- E. Change in Nature of Business:** Provide a brief description of the new nature of business (e.g., corner grocery store, automotive repair service, landscaping, etc.).
- F. Change of Business Name:** Enter the **new** business name. Please have your name reservation approved before submitting this declaration. Name Approval Request forms are available from the nearest Service BC Centre or by contacting this office.
- G. Change of Address(es):** Complete the applicable box(es).
a) Business address must be a complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the Registry cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, provide a description that would readily allow a person to locate you (e.g., the 2nd house on the left side, 4 miles west on Central County Road, Creston, BC).
- b) Complete only if the mailing address has changed. If the address has changed and is the same address as the business address change in section G a), check the box. If different, enter new address. If the mailing address is changed, a post office box or rural route number is acceptable.
- c) Proprietors can indicate a change of address here. If the proprietor is an individual, the individual must use a residential address. (To change one or more partner addresses, please use a Change Membership of Partnership Registration (REG 721) form.)
- H. Signature:** Required for sections E, F or G. The proprietor or a partner signs. If a corporation, the signature of a current officer or director with signing authority for the corporation is required. State corporate or individual name in full.

If you need assistance to complete this form, please phone **1 877 526-1526**.

Mail this form and payment to: If no payment is required, email this form to:

BC Registry Services bcregistry@gov.bc.ca
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3

FEE SCHEDULE

Change to Nature of Business:	No charge
Change of Address(es):	No charge
Change of Business Name:	\$40.00
Certified copy of changed Registration:	\$25.00
Make cheque payable to the Minister of Finance.	

Freedom of Information and Protection of Privacy Act (FOIPPA):

Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the *Partnership Act* for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Manager of Registries Operations at 1 877 526-1526, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.



A. Name and Return Mailing Address for this Document

NAME
ADDRESS
CITY/ PROVINCE/ POSTAL CODE
EMAIL

OFFICE USE ONLY — DO NOT WRITE IN THIS AREA

Note: The registration of a business name under the Partnership Act does not provide any protection for that name.

Instructions:

- Sections A, B, C and H must be completed.
Sections D to G: Complete only the sections where a change is required.
Please TYPE or PRINT CLEARLY.

CORPORATE REGISTRY REGISTRATION NUMBER

NATIONAL BUSINESS NUMBER

B. Submitting Party Information - Phone and/or fax number(s).

Phone Number:

Fax Number:

C. Registered Business Name - Enter current name, not new name of business

Corporate Registry Registration Number

D. Name Approval Number - Required if changing the name

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E. Change in Nature of Business

F. Change of Business Name - Enter new business name (a name reservation is required prior to submitting the change)

G. Change of Address(es) Only

a) BUSINESS ADDRESS IN BRITISH COLUMBIA - Must be the physical location of the business, not just a general delivery, post office box, rural route, site, or comp. number

b) MAILING ADDRESS

NEW MAILING ADDRESS

same as a) above or

c) PROPRIETOR ADDRESS - Must be a residential address if the proprietor is an individual

H. Name and Signature of Proprietor or Partner

PROPRIETOR OR PARTNER NAME - State corporate or individual name in full (last name, first name & middle initial)

SIGNATURE

X